



Defense Travel Management Office



WELCOME

D-205 EWTS - Setup & Application



D-205 EWTS Set-Up and Application

Topic: Enterprise Web Training System

Time: 45-50 minutes

Target Audience:
Trainers
Defense Travel Administrators

Pre-Requisites: None



TECHNICAL ISSUES?

- **AUDIO GAPS**
- **SLOW SCREEN CHANGES**

- ✓ **Exit class**
- ✓ **Close all other software applications**
- ✓ **Log back into class**
- ✓ **Check with local IT staff**

**If problem persists call the DISA Help
Desk:**



ATTENDANCE CREDIT



SELECT: GUEST

**ENTER: FULL NAME + SERVICE/AGENCY
INITIALS**

Acrobat® Connect™ Professional

F-205 Advanced CBA Reconciliation

☒ Enter as a Guest

Type your name:

**Helen
Smith/DTMO**

Enter Room

☐ Enter with your login and password



You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: -The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. -At any time, the USG may

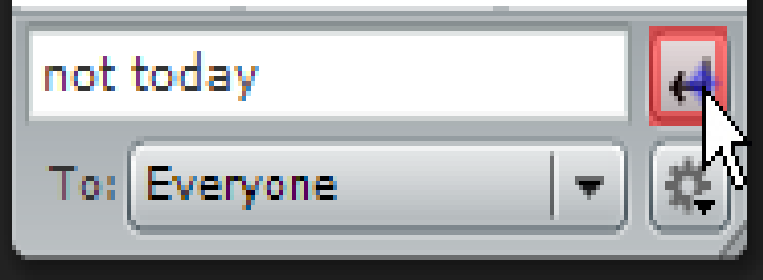


COMMUNICATING IN CLASS



Jacquie Beck - guest:

(3/11/2008 15:19) Hi Mike, Are you covering bandwidth best practices today?





TRAINING OBJECTIVES

Understand the following:

- Purpose and value of EWTS
- Computer requirements for using EWTS
- How to request PKI certificates for use with EWTS
- Purpose of DBsign Universal Web Signer software
- How to load training certificates into certificate store
- Certificate importing options
- How to access EWTS
- How to tailor your organization in EWTS



WHAT IS EWTS?

EWTS = Enterprise Web Training System

- o Training environment not production version

- Web based
- Duplicates DTS

- o DoD Services and Agencies

- Available to all organizations
- Free service

- o Simulates DTS

- Create documents and routing lists
- Practice performing common DTA tasks



WHO USES EWTS & WHY?

- ☐ Available to AOs, DTAs
 - Training resource
 - Safe practice environment
- ☐ Only used by Travelers via their AO or DTA
- ☐ Train and practice risk free
 - Never creates actual reservations
 - Not connected to GDS
 - Does not create PNRs
 - Does not generate financial obligations



COMPUTER REQUIREMENTS

- o Internet browser
 - Internet Explorer v7
 - Netscape
 - Mozilla Firefox

- o Java Runtime Environment: JRE 1.6
- o DBsign Universal Web Signer: UWS
- o Public Key Cryptography Standards:
PKCS Certificates



TO LEARN MORE



Defense Travel System
A New Era of Government Travel

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[Training](#)

[FAQs](#)

[Travel Assistance
Center \(TAC\)](#)

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Welcome to DTS!!

Welcome to the new era of government travel that can really take you places.

Featuring the best practices in industry and plug-and-play components, Defense Travel System streamlines the entire process involved in global Department of Defense (DoD) travel.

Login to the Defense Travel System

Click on the button below to begin using the Defense Travel System.

[LOGIN TO DTS](#)

Travel Assistance Center

Serving the DoD Travel Community
24 hours a day, 7 days a week

[Click here for more information](#)



First Time Users

Click below to learn more about DTS and the tools required for use.

[LEARN MORE](#)

Training

Click below to learn how to use DTS and for additional training resources.

[TRAINING](#)

DTMO Website

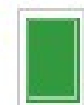
**DoD Center
for Travel
Excellence**

Single Source
for Travel
Information

[Click Here
To Visit!](#)

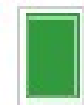


System Status



DTS

DTS is available



EWTS

EWTS is Available

Recent Updates



A WORD OF CAUTION!

**ONLY USE EWTS
with TRAINING
CERTIFICATES**

**NEVER USE EWTS
with COMMON ACCESS
CARDS**

**ALL EWTS CERTIFICATES
are managed by the DTMO***

***Defense Travel Management Office**



EWTS: INSTRUCTOR RESOURCES

Programs & Services > Training Resources > Instructor Resources

DEFENSE TRAVEL MANAGEMENT OFFICE
THE DoD CENTER FOR TRAVEL EXCELLENCE

View Website Demos

Home About Programs & Services News & Events References Search: Go

DTS is available. EWTS is available. Login to DTS

Travel Tools

- DTS
- Travel Explorer (TraX)
- Allowances Tables
- Allowance Calculators/Tools
- Per Diem Rates Tool
- Premium Class Travel Tool
- Training Resources Lookup
- DoD Travel Regulations
- Rental Vehicle Assistance Tool
- Find Your Local DTA

Contact your local help desk for Service-specific assistance.

Travel Assistance Center
24 hours a day, 7 days a week
1-888-Help1Go (888-435-7146)
Overseas: 1-888-Help1Go from any DSN line
Submit a help desk ticket through the Tickets section of TraX
www.defensetravel.dod.mil/Passport

Director's Blog

Welcome to *Travel Talk with DoD*, our new blog where we share travel related news and initiate our most important stakeholder...

Talk Back - click to participate

Training Resources

- Overview
- eLearning Resources
- Instructor Resources**
- Reference Materials
- Training Resources Lookup Tool

DTS Information

Travel Regulations and Allowances

Training Resources



INSTRUCTOR RESOURCES

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THE DOD CENTER FOR TRAVEL EXCELLENCE

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[DTS is available.](#) [EWTS is available.](#) [Login to DTS](#)

TRAINING RESOURCES

eLearning Resources

Instructor Resources

Reference Materials

Training Resources Lookup Tool

[Programs & Services](#) > [Training Resources](#) > [Instructor Resources](#)

Instructor Resources

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Enterprise Web Training System (EWTS)

EWTS is a practice tool that mirrors the live (production) DTS software. Users may access EWTS by using a soft PKI certificate*. Among other features, users can create and edit mock travel documents, and build test organizations or routing lists.

** This training environment is not secure, use of the Common Access Card (CAC) is not recommended to access EWTS. If you need access to the training environment, please contact your Lead Defense Travel Administrator (LDTA). Refer to the EWTS guide for detailed information on requesting PKI certificates.*

**QUICK LINKS AND RESOURCES**

- [EWTS Guide](#)
- [EWTS Certificate Request Form](#)
- [Instructions for Downloading Instructor Resources](#)
- [Training Resources Lookup Tool](#)

[Enterprise Web Training System](#)



CERTIFICATE REQUEST FORM



Defense Travel Management Office (DTMO) EWTS TRAINING CERTIFICATE REQUEST FORM

Instructions: Complete the required fields. E-mail the completed form to EWTSertRequests@dtmo.pentagon.mil or Fax to 703-696-7890

Submit Completed
Form by E-mail

Requestor Contact Information:

Date: Branch of Service:
Name:
E-Mail:
Phone #:

Organization Information:

Organization Name (e.g. MCAS Yuma):
Address:
City: State: Zip Code:
Country:

DTS Information:

Has DTS Been fielded to your site? ☐ Yes ☐ No

What is your role in DTS?

How many certificates do you need?
(The recommended standard is 5 Traveler, 5 Authorizing Official, and 1 LDTA)

Travelers:

Authorizing Officials (AO):

Lead Defense Travel Administrators (LDTA):

If requesting more than 10 certificates for any role, please provide justification:

FOR DTMO USE ONLY:

EWTS Organization Name:

Submit Completed
Form by E-mail





REQUESTOR INFORMATION



Defense Travel Management Office (DTMO) EWTS TRAINING CERTIFICATE REQUEST FORM

Instructions: Complete the required fields. E-mail the completed form to EWTS CertRequests@dtmo.pentagon.mil or fax to 703-696-7890

Submit Completed
form by E-mail

Requestor Contact Information:

Date: mm/dd/yyyy

Branch of Service:

Name:

E-Mail:

Phone #:



ORGANIZATION INFORMATION

Organization Information:

Organization Name (e.g. MCAS Yuma):

Address

City

State

Zip Code

Country

Where will certificates be used?

Base

**Training
Facility**

Air Station



DTS INFORMATION

DTS Information:

Has DTS Been fielded to your site? ☐ Yes ☐ No

What is your role in DTS?

How many certificates do you need?

(The recommended standard is 5 Traveler, 5 Authorizing Official, and 1 LDTA)

Travelers:

Authorizing Officials (AO)

Lead Defense Travel Administrators (LDTA)

If requesting more than 10 certificates for any role, please provide justification:


FOR DTMO USE ONLY:

EWTS Organization Name

Submit Completed
Form by E-mail



FORM SENT - CERTIFICATES RECEIVED

 Defense Travel Management Office (DTMO)
EWTS TRAINING CERTIFICATE REQUEST FORM

Instructions: Complete the required fields. E-mail the completed form to EWTS CertRequests@dtmo.pentagon.mil or Fax to 703-696-7890

Requestor Contact Information:

Date: Branch of Service:

Name:

E-Mail:

Phone #:

Organization Information:

Organization Name (e.g. MCAS Yuma):

Address:

City: State: Zip Code:

Country:

DTS Information:

Has DTS been fielded to your site? ☐ Yes ☐ No

What is your role in DTS?

How many certificates do you need?
(The recommended standard is 15 Traveler, 5 Authorizing Official, and 1 LDTA)

Travelers:

Authorizing Officials (AO):

Lead Defense Travel Administrators (LDTA):

If requesting more than 10 certificates for any role, please provide justification:

FOR DTMO USE ONLY:

EWTS Organization Name:



Form sent to DTMO via:

- Email

- Fax

Certs returned:

- Normally 2-4 weeks

- ***IF the form is complete!***



Delivered via EMAIL

DELIVERY IS NEVER VIA MAIL OR FEDEX



DBsign UNIVERSAL WEB SIGNER

- What is DBsign Universal Web Signer?
 - Security software
 - Authenticates users
 - Provides digital signatures on DTS documents
- How is it loaded onto a computer?
 - JRE 1.6 now Internet accessible
 - Administrator privileges for computers may be needed
- Will old certificates work with new software?
 - Yes, certificates issued prior to May 2010 will work



ACCESSING EWTS CERTIFICATES

- Site EWTS Administrator receive certificates:
 - Detach, save to folder on training computer
 - OR
 - Detach, save to a portable storage device
 - Remove from portable storage
 - Save to training computer
- Trainers no longer transfer certificates directly to training computer hard drive



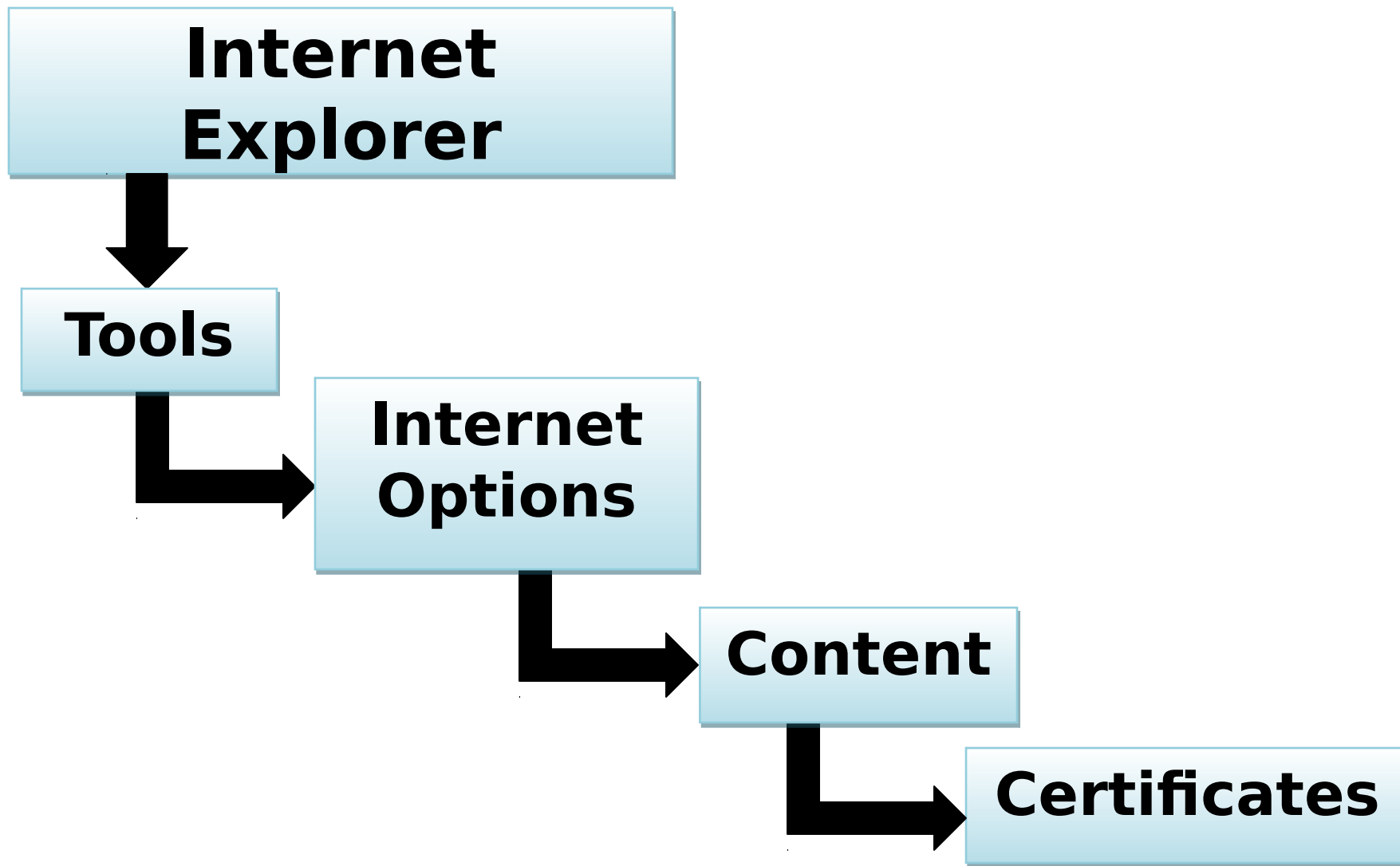
UNDERSTANDING CERTIFICATE STORE

**A certificate store is a key database file.
Used to store digital certificates;
May contain the certificates private key**

- Location depends on browser
 - Internet Explorer
 - Netscape
 - Firefox
- Individually imported into a computer's certificate store
- Importing must be repeated with each new computer user
- Repeat importing not required with generic ID/password



IMPORT via. INTERNET EXPLORER



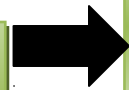


IMPORT VIA NETSCAPE OR FIREFOX

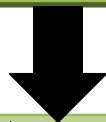
Netscap



**Netscape
Communicator**



**Communicato
r**



Tools

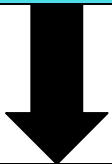


**Security
Info**

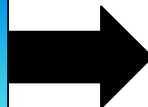


**Certificates
Link**

Mozilla Firefox



Tools



**Internet
Options**



Advanced




**View
Certificates**












CERTIFICATE IMPORT w IE

Option 1: Folder > Cert > Click

Address  C:\Documents and Settings\vera.stanton\Desktop\Certificates

File and Folder Tasks

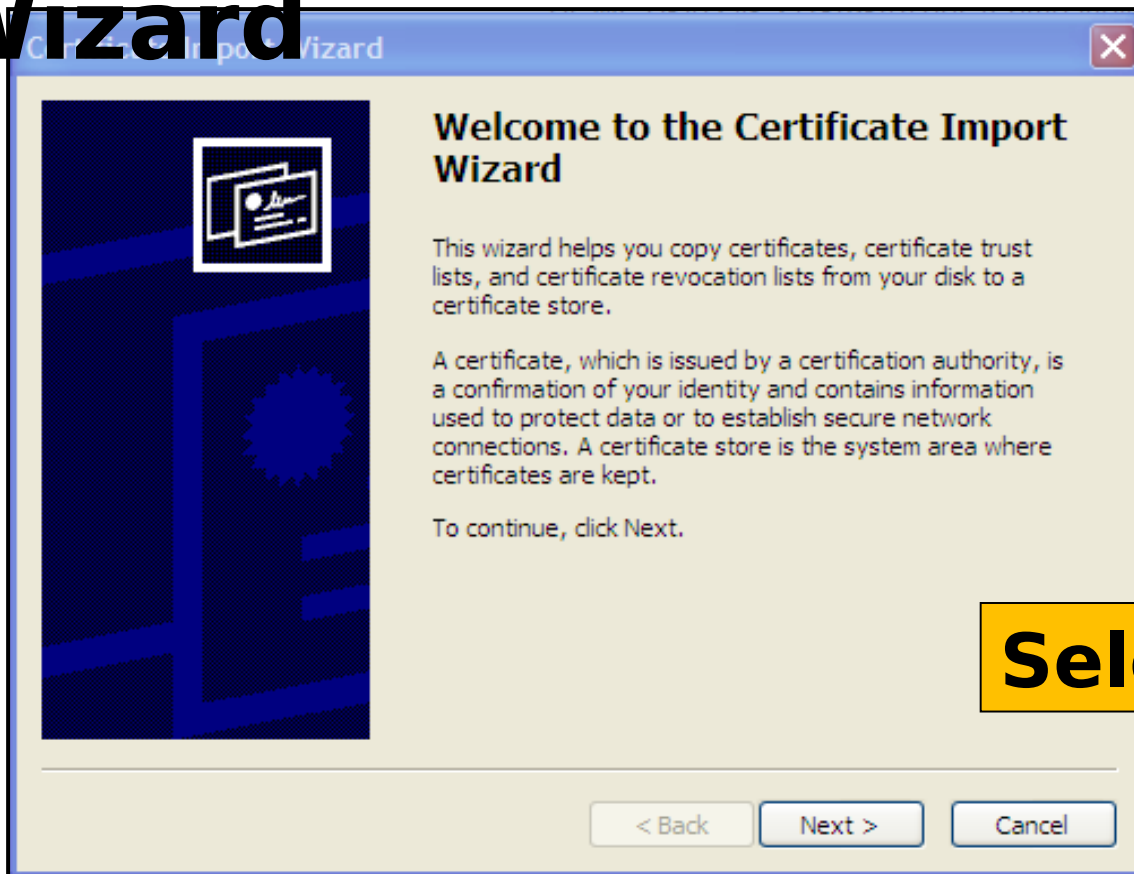
-  Make a new folder
-  Publish this folder to the Web
-  Share this folder

Name	Size	Type
 Terry A Carson.p12	6 KB	Personal I
 Terry D Carson.p12	6 KB	Personal I
 Terry T Carson.p12	6 KB	Personal I
 Kim A Carson.p12	6 KB	Personal I
 Kim D Carson.p12	6 KB	Personal I
 Kim T Carson.p12	6 KB	Personal I



IE: CERTIFICATE IMPORT WIZARD

IE Option 1: Folder > Cert > Click > Import Wizard



Select Next



IMPORT WIZARD: FILE TO IMPORT

Certificate Import Wizard [X]

File to Import
Specify the file you want to import.

File name:

Note: More than one certificate can be stored in a single file in the following formats:

- Personal Information Exchange - PKCS #12 (.PFX,.P12)
- Cryptographic Message Syntax Standard - PKCS #7 Certificates (.P7B)
- Microsoft Serialized Certificate Store (.SST)

Locate File

Select Next



IMPORT WIZARD: PASSWORD

Certificate Import Wizard [X]

Password

To maintain security, the private key was protected with a password.

Type the password for the private key.

Password:

dts4You!

☐ Enable strong private key protection. You will be prompted every time the private key is used by an application if you enable this option.

☐ Mark this key as exportable. This will allow you to back up or transport your keys at a later time.

Select Next

< Back Next > Cancel



IMPORT WIZARD: CERTIFICATE STORE

Certificate Import Wizard [X]

Certificate Store

Certificate stores are system areas where certificates are kept.

Windows can automatically select a certificate store, or you can specify a location for

☒ Automatically select the certificate store based on the type of certificate

☐ Place all certificates in the following store

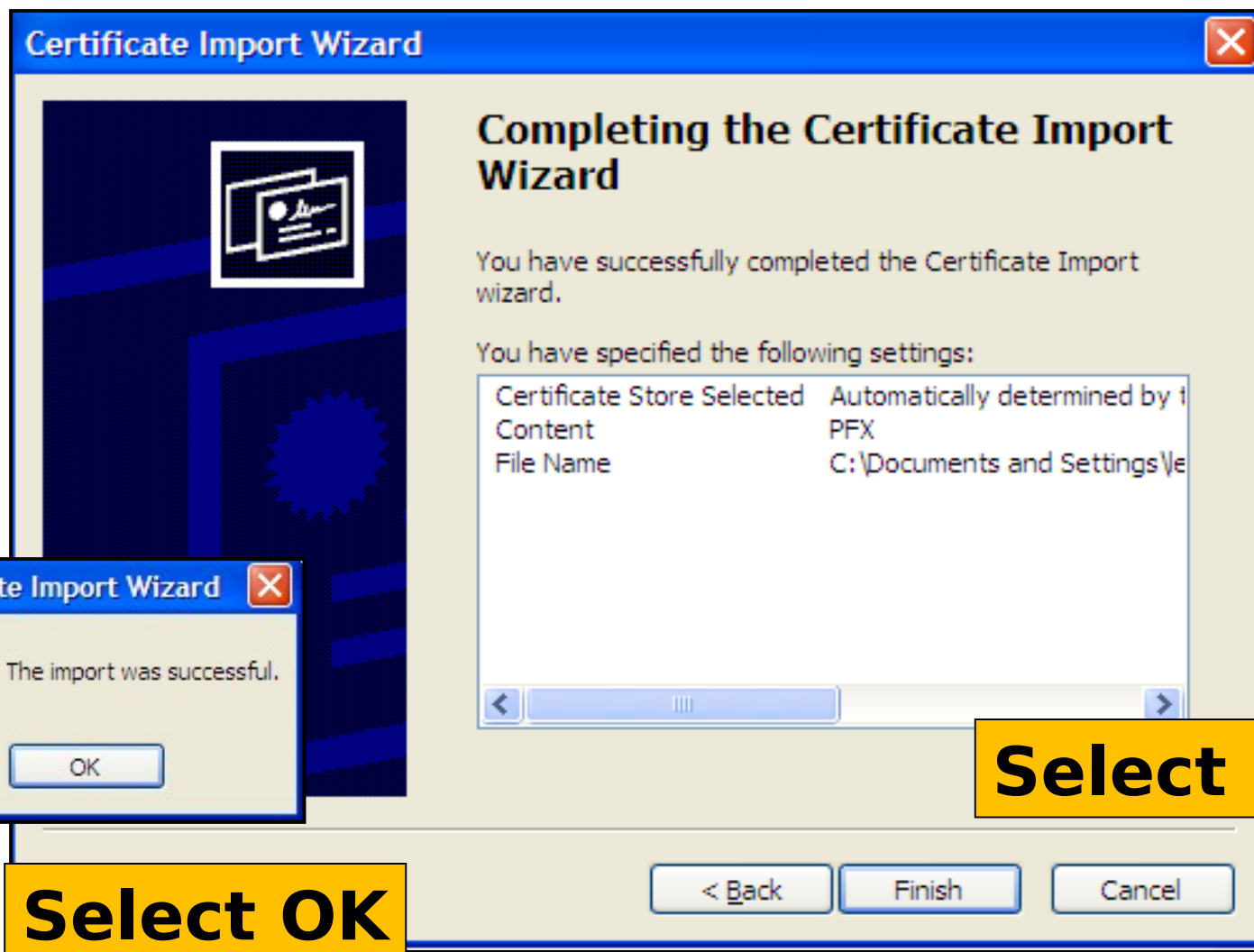
Certificate store:

Default Option

Select Next



COMPLETING THE IMPORT





Importing Certificates - Option #2

http://www.defensetravel.osd.mil/dts/site/index.jsp

File Edit View Favorites Tools Help

Links ATEST 01 ATEST 02

Defense Travel System

Defense A New Era

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Travel Assistance Center
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ICE
Provide Feedback Here!

TRAX

Search DTS Go!

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DTMO Website
DoD Center for Travel Excellence
Single Source for Travel Information
[Click Here To Visit!](#)

System Status

☒ **DTS**
DTS is Available.

☒ **EWTS**
EWTS is Available.

Recent Updates

- DTS Status Update Implemented on 7/24
- Advantage Rent-A-Car Remains in U.S. Rental Car Program
- Are you experiencing DTS login issues?

Login to the Defense Travel System
Click on the button below to begin using the Defense Travel System.
LOGIN TO DTS

First Time Users
Click below to learn more about DTS and the tools required for use.
LEARN MORE

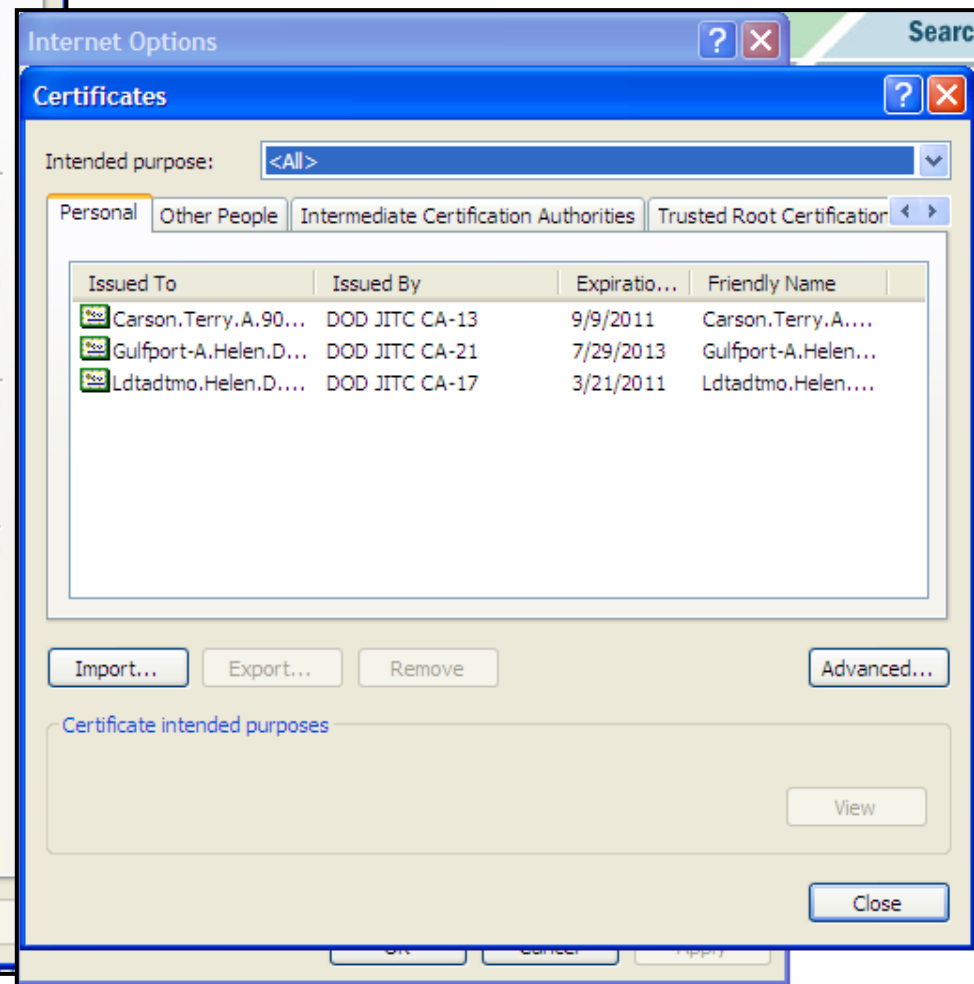
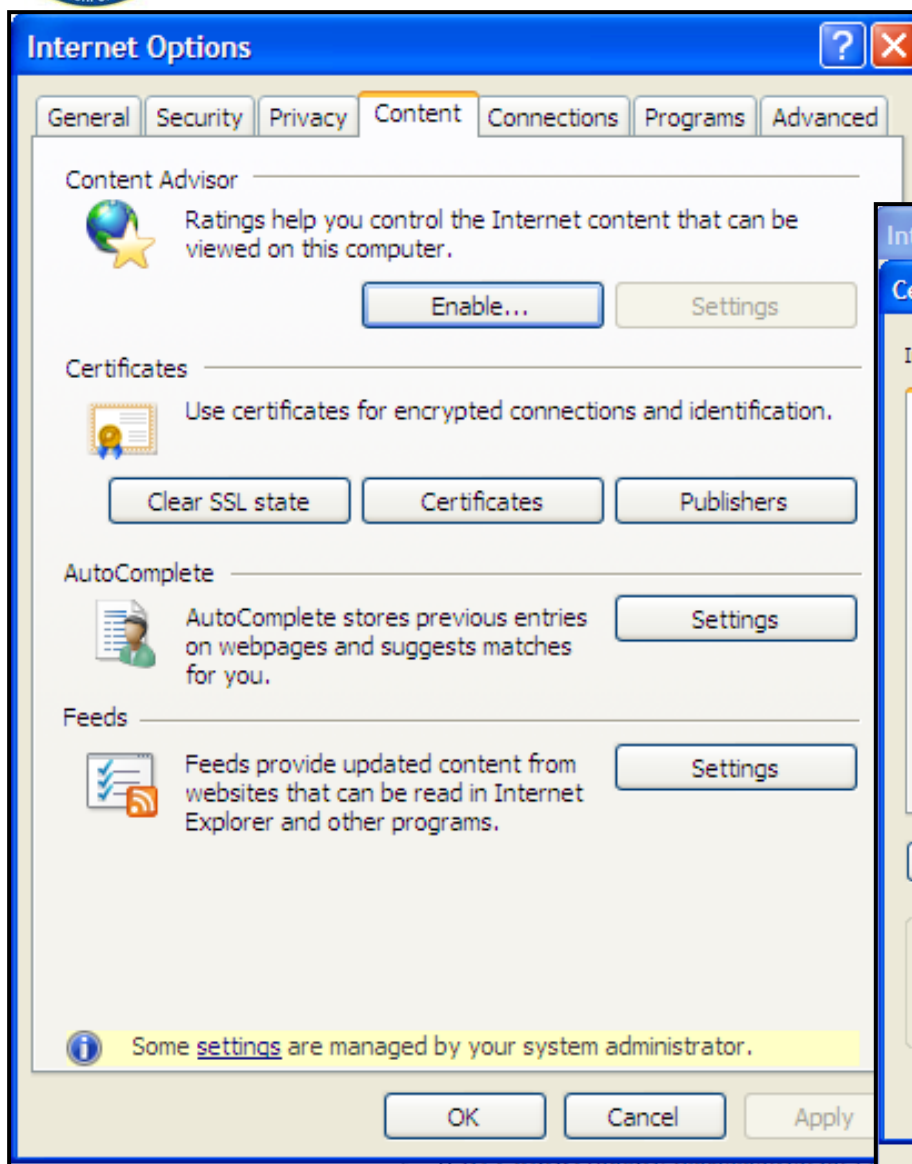
Training
Click below to learn how to use DTS and for additional training resources.
TRAINING

Notices

- DTS Status Update Implemented on 7/24
- Advantage Rent-A-Car Remains in U.S. Rental Car Program



Importing Certificates - Option #2

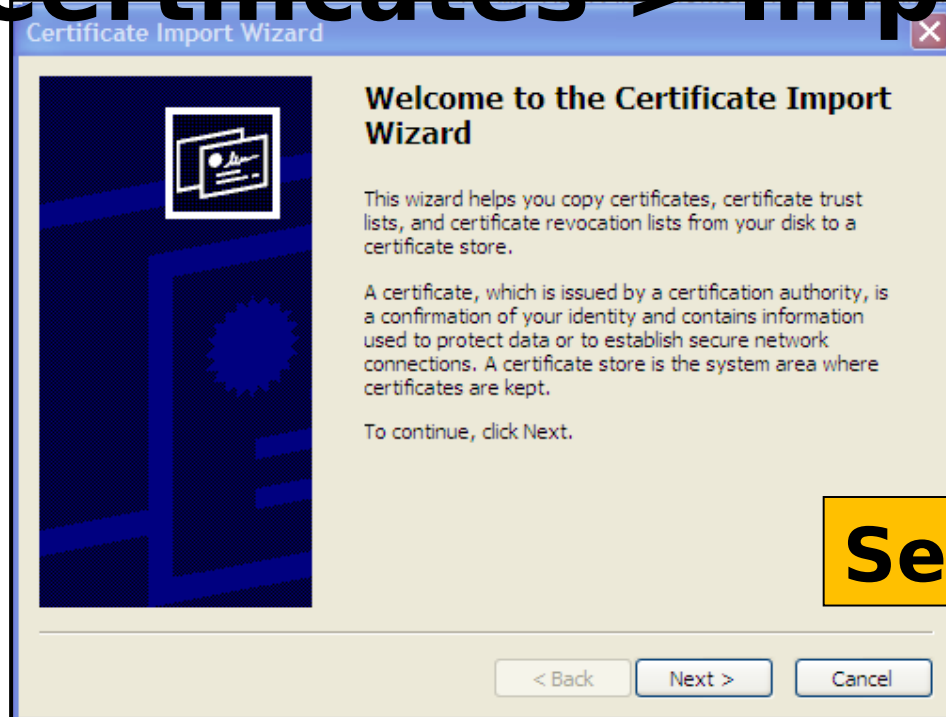




IE: CERTIFICATE IMPORT WIZARD

IE Option 2:

**Browser > Tools > Internet
Options > Content >
Certificates > Import**



Select Next



IMPORT WIZARD: FILE TO IMPORT

Certificate Import Wizard

File to Import

Specify the file you want to import.

File name:

Browse...

Note: More than one certificate can be stored in a single file in the following formats:

Personal Information Exchange - PKCS #12 (.PFX, .P12)

Cryptographic Message Syntax Standard - PKCS #7 Certificate

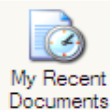
Microsoft Serialized Certificate Store (.SST)

< Back

Locate File

Open

Look in: Certificates



My Recent Documents



Desktop



My Documents



My Computer



My Network

Kim A Carson.p12
Kim D Carson.p12
Kim T Carson.p12
Terry A Carson.p12
Terry D Carson.p12
Terry T Carson.p12

Select Certificate

File name:

Open

Files of type:

All Files (*.*)

Cancel



FILE TO IMPORT: FILE LOCATED

Certificate Import Wizard [X]

File to Import
Specify the file you want to import.

File name:

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☐ Mark this key as exportable. This will allow you to back up or transport your keys at a later time.

< Back **Next >** **Cancel**

Enter Password

Select Next



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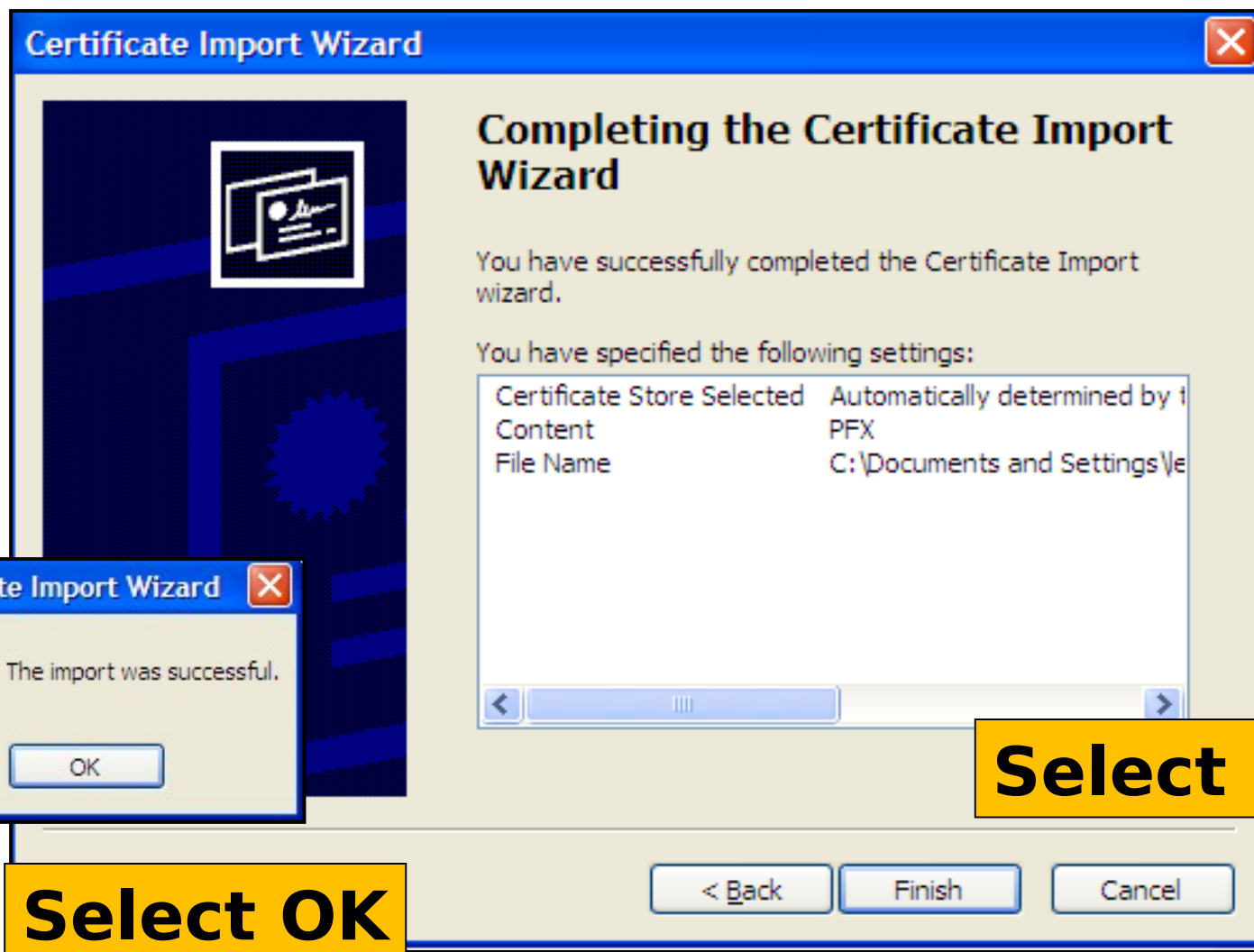
< Back Next > Cancel

Default Option

Select Next



COMPLETING THE IMPORT





ACCESSING EWTS

DEFENSE TRAVEL MANAGEMENT OFFICE
 THE DOD CENTER FOR TRAVEL EXCELLENCE

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TRAINING RESOURCES

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[Instructor Resources](#)
[Reference Materials](#)
[Training Resources Lookup Tool](#)

[Programs & Services](#) > [Training Resources](#) > [Instructor Resources](#)

Instructor Resources

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- Instructions for Downloading Instructor Resources
- Training Resources Lookup Tool

[Enterprise Web Training System](#)



EWTS PRIVACY & ETHICS POLICY



Defense Travel System
A New Era of Government Travel

Privacy and Ethics Policy

Please read the following DoD Privacy & Ethics Policy concerning DTS website, travel, and usage. By signing in to the DTS System, you agree to the terms and conditions of use.

You are accessing a U.S. Government (USG) Information System (IS).

By using this IS (which includes any device attached to it), you agree to the following terms and conditions:

-The USG routinely intercepts and monitors communications for various purposes, including penetration testing, COMSEC monitoring, network operations support (NOS), and counterintelligence (CI) investigations.

-At any time, the USG may inspect and seize data stored on this IS.

-Communications using, or data stored on, this IS are not protected from interception, search, and may be disclosed or used for any USG-aut

-This IS includes security measures (e.g., authentication, access controls) that may limit your personal benefit or privacy.

-Notwithstanding the above, using this IS does not constitute an agreement to monitoring of the content of privileged communications by attorneys, psychotherapists, or clergy, and their associates. See User Agreement for details.

ETHICS

Travelers must comply with the Federal and Department of Defense (DoD) policies regarding gifts, services, or payment) from non-Federal sources. For DoD 4. Travelers may keep items of nominal value (as defined in DoD 4.1) received for voluntarily vacating a seat on an aircraft. Travelers must not accept additional costs or if it would

PRIVACY ACT

AUTHORITY: 5 U.S.C. 57, Travel, Transportation, and Subsistence; 10 U.S.C. 135, Under Secretary of Defense (Comptroller); 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. 3013, Secretary of the Army; 10 U.S.C. 5013 Secretary of the Navy; 10 U.S.C. 8013 Secretary of the Air Force; DoD Directives 7000.14-R; and E.O. 9397 (SSN). **PRINCIPAL PURPOSE(S):** To obtain information for processing a request to travel at Government expense on official Department of Defense business and for processing a claim for reimbursement of authorized and legitimate expenses incurred as a result of such travel.

ROUTINE USE: For Federal and private entities providing travel services for purposes of arranging transportation at Government expense for official business.

DISCLOSURE: Voluntary, however, failure to provide all of the requested information may preclude the processing of both the travel request and the claim for reimbursement.

DEPARTMENT OF DEFENSE: Department of the Army Narrative Statement on a New System of Records Under the Privacy Act of 1974.

Accept

Decline



CHOOSE SIGNING CERTIFICATE

Choose Signing Certificate

You have more than one certificate. Please select the correct certificate.

Certificate List:

Description
cn=Iraq-A.Helen.D.9000028552,ou=USA,ou=PKI,ou=DoD,o=U.S. Government,c=US
cn=Carson.Terry.D.9000012697,ou=OTHER,ou=PKI,ou=DoD,o=U.S. Government,c=US
cn=Iraq-B.Eric.T.9000028543,ou=USA,ou=PKI,ou=DoD,o=U.S. Government,c=US
cn=Satellite-A.Eric.T.9000028553,ou=USA,ou=PKI,ou=DoD,o=U.S. Government,c=US
cn=Satellite-D.Eric.T.9000028556,ou=USA,ou=PKI,ou=DoD,o=U.S. Government,c=US
cn=Iraq-D.Chris.A.9000028550,ou=USA,ou=PKI,ou=DoD,o=U.S. Government,c=US
cn=Iraq-D.Eric.T.9000028545,ou=USA,ou=PKI,ou=DoD,o=U.S. Government,c=US
cn=DOD OM CA-14,ou=PKI,ou=DOD,o=U.S. Government,c=US
cn=DOD JITC CA-17,ou=PKI,ou=DoD,o=U.S. Government,c=US

Certificate Details:

Subject: cn=Iraq-A.Helen.D.9000028552,ou=USA,ou=PKI,ou=DoD,o=U.S. Government,c=US

Issuer: cn=DOD JITC CA-21,ou=PKI,ou=DoD,o=U.S. Government,c=US

Serial No: 2989

Valid From: 2010-03-08 11:27:29

Valid To: 2013-03-08 11:27:29

Fingerprint: 2DAEF7FD6C38FB04350208525499AC3B0DF67BAA

About DBsign OK Cancel



START: EWTS/DTS HOME PAGE

Logged In As: HELEN D CARSON

[Help for this screen](#)

Defense Travel System

A New Era of Government Travel

[Logoff](#)

Official Travel ▼

Official Travel - Others ▼

Traveler Setup ▼

Reports ▼

Administrative ▼

DMM ▼

Welcome HELEN D CARSON

Organization: DTMO

Org Access: DTMO

Group Access: (All)

Permission: 0,1,2,3,4,5,6

Documents Awaiting Your Approval --> [Click Here](#)

My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			

Message Center

Check here for messages.



BASIC ORGANIZATION SET UP

DTMO provides:

- Organization
- Routing List - unpopulated
- Group - unpopulated
- People – LDTA w active profile
- Line of Accounting - populated
- Budget - populated



DTA MAINTENANCE TOOL



Defense Travel System
A New Era of Government Travel

User Name: HELEN CARSON
Organization Access: DTMO
Group Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: October 17, 2008 - 08:57 EDT

Screen ID: 7000.1

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)

DTA Maintenance

DTA Tools:

DTA Maintenance Home ▼

<< Select an option from the DTA Tools dropdown.

DTA Maintenance Home

Organizations

Routing Lists

Groups

People

Lines of Accounting

Accession Travel

Welcome
This tool
account

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Web Based Training (WBTs) on DTA Maintenance Tool:

Your Maintenance Tool Permissions

- You have the proper permission
- You have the proper permission
- You have the proper permission
- You have the proper permission
- You have the proper permission
- You have the proper permission
- You do NOT have the proper permission
- You do NOT have the proper permission

DTA - DTA Overview

DTA Maintenance Tool: Overview

DTA Maintenance Tool: Organizations

DTA Maintenance Tool: Groups

DTA Maintenance Tool: Routing Lists

DTA Maintenance Tool: People

DTA - Reports



ORG AND SUB-ORG SETUP


Organization

- EWTS Administrator sets up organization
- Naming convention allows documents to be purged

Sub-organizations

- Any number may be added

Create Organization

**Defense Travel System**
A New Era of Government Travel

User Name: HELEN CARSON
Organization Access: TDZDTMOCSD
Group Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6, 7
Run Date: April 10, 2009 - 08:44 EDT

Screen ID: 7100.1
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DTA Maintenance

DTA Tools: Organizations Search Organization(s) Create Organization(s) View CBA List View Organization List


Search Organization(s)

Organization Name: TDZDTMOCSD --Include Sub-Organizations

Search



CREATE THE ORGANIZATION

**Defense Travel System**
A New Era of Government Travel

User Name: HELEN CARSON
Organization Access: TDZDTMOCSD
Group Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6, 7
Run Date: April 10, 2009 - 08:59 EDT

Screen ID: 7100.1
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DTA Maintenance

DTA Tools: Organizations | [Search Organization\(s\)](#) | [Create Organization\(s\)](#) | [View CBA List](#) | [View Organization List](#)

Search Organization(s)

Organization Name: TDZDTMOCSD ☐ --Include Sub-Organizations

[Search](#)

Create Organization * Required

Organization Hierarchy

Organization Code: * TDZDTMOCSD
(DTS hierarchical naming sequence; enter up to 20 characters)

DTA ID : * Select One ...
(Email address for system generated emails - Rejects, etc)

Default Routing List Name: *

Self Registration Data

Site Name: * Select One ...
(Geographic Location; City, Post, Camp or Station where the DTS Org is physically located)

Organization Description: *
(Unit name (i.e., 1/21 Infantry Battalion, 225th Fighter Wing, Operations Group, etc.))

Organization Email Address: *

Email Notification: ☒ On ☐ Off

Commercial Travel Office (CTO) Information

GDS: * CTO Disabled
(Global Distributed System - reservation system)

Organization Information

Service / Agency by which the traveler is employed: Select One ...

Office Address Line 1: *

Office Address Line 2:

Office City: *

Office State / Country: * [Lookup](#)

Office Zip / Postal Code: *

Mail Code:

Office Phone Number: *

Office Fax Number:

Number of Miles to Closest Airport:

Time Zone: * Select One ...

Number of Work Hours / Day: 8

Present Duty Station Name:

Emergency Contact Name: *

Emergency Contact Phone Number: *

Unit ID *
(UIC/RUC/PASSCODE):

Set threshold to require approval for CTO Ticketed Amendment with cost increase
N = must approve any increase (\$0.00 threshold)
Y = approve any increase greater than 5% (\$250.00 max)
* N

[Save Organization](#) [Cancel](#)




SET UP THE ROUTING LISTS

Routing Lists

- One routing list has been created
- No routing elements have been entered
 - Must add elements to show routing process
 - Must add elements in order to voucher
- Additional routing lists may be added



SEARCH FOR ROUTING LIST

**Defense Travel System**
A New Era of Government Travel

User Name: HELEN WASHINGTON22
Organization Access: TDILT
Group Access: TDILT - ILT
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: April 06, 2009 - 07:35 EDT

Screen ID: 7000.1
[DTA Home](#) | [Help for this Screen](#) | [Logout](#)

DTA Maintenance

DTA Tools: DTA Maintenance Home
DTA Maintenance Home
Organizations
Routing Lists
Groups
People
Lines of Accounting
Accession Travel

<< Select an option from the DTA Tools dropdown.

the DTA Maintenance Tool
authorized DTAs with the ability to create and modify organizations, routing lists, groups, people, and lines of
(s). Please select an option from the DTA Tools dropdown menu above.

Your Maintenance Tool

- You have the proper pe
- You have the proper pe
- You have the proper pe
- You have the proper pe
- You have the proper pe
- You have the proper pe
- You have the proper pe
- You do NOT have the p
- You do NOT have the p

Routing Lists **Search Routing List(s) | Create Routing List(s) | View Routing List List | View Delegated Authorities List**

Search Routing List(s)

Routing List Name: AA RL

Organization Name: TDILTAA ☒ --Include Sub-Organizations

Default Routing Lists Only: ☐

Search



ROUTING LIST RESULTS-UPDATES

[Search Routing List\(s\)](#) | [Create Routing List\(s\)](#) | [View Routing List List](#) | [View Delegated Authorities List](#)

Routing List(s) (Search Results)

Routing List Name: **AA RL** Organization Name: **TDILTAA**
Default Routing Lists Only: **No** Include Sub-Organizations: **Yes**

Select to Globally Update	Individually Edit	Organization Name	Routing List Name	Default Routing List
<input type="checkbox"/>	Update Copy Delete	TDILTAA	AA RL	Yes
Select All Clear All				

Globally Update Selected Routing Lists (on this page)

[Add Routing Element](#) [Remove Routing Element](#) [Replace Signature Authority](#)

[Search Routing List\(s\)](#) | [Create Routing List\(s\)](#) | [View Routing List List](#) | [View Delegated Authorities List](#)

Update Routing ListRouting List Name: **AA RL** Default Routing List: **Yes** [Add Routing Element](#)
Organization Name: **TDILTAA**[Save Changes](#) [Cancel](#)



SET UP PEOPLE PROFILES

People

- The Lead DTA has been created and activated
- Use Create Person to create travelers and other users

New traveler GTCC account #:

42424242424242

New traveler EFT routing #: 114000653

New traveler EFT account #: 101010101



CREATE A PERSON



Defense Travel System
A New Era of Government Travel

User Name: HELEN WASHINGTON22
Organization Access: TDILT
Group Access: TDILT - ILT
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: April 06, 2009 - 07:35 EDT

DTA Tools:

DTA Maintenance Home

<< Select an option from the DTA Tools dropdown.

DTA Maintenance Home

Organizations

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Lines of Accounting

Accession Travel

the DTA Maintenance Tool

authorized DTAs with the ability to create and modify organizations, routing lists, groups, people, and lines of accounting (LOAs). Please select an option from the DTA Tools dropdown menu above.

Your Maintenance Tool Permissions:

- You have the proper
- You have the proper
- You have the proper
- You have the proper
- You have the proper
- You have the proper
- You do NOT have th
- You do NOT have th

[Search People](#) | [Create Person](#) | [Receive Person](#) | [View Person Lists](#)

Search People

* Required

Organization Name: * TDILT ☐ --Include Sub-Organizations

Person Type: * All

SSN:

Last Name:

First Name:

Organization Access:

Permission Level:

Search



GROUPS – LOAs – BUDGETS

Groups

- Initial Group has been created
- No members have been entered

Lines of Accounting (LOA)

- Initial LOA set up for the organization

Budgets

- Initial Budget has been allocated



SUMMARY

A few key points to take away today:

- Order certificates via the DTMO EWTS Administrator
- Delivery takes 2-3 weeks if the form is correctly submitted
- Send the form to the correct email box or fax terminal.
- Certificates arrive via email, not FedEx.
- Extract - Save - Load into certificate stores on all computers to be used for training.
- Tailor your EWTS organization to mirrors your local setup.



CLASS CLOSING LOBBY

Lobby set-up:

- o Instructor audio turned off
- o Questions answered for 15 minutes
- o Lobby stays open 60 minutes

Please help us evaluate:

- o Complete evaluation
- o Provide feedback

Use the lobby resources:

- o Download class slides
- o Use links to DTMO website & TraX



THANK YOU FOR ATTENDING DISTANCE LEARNING

**For a three month schedule of
DTMO distance learning classes**

**Go to the
DTMO Website > Training Resources Center**